

## **ERATIVE MANUAL**

# **STOP Violence Against Women Program**



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**Joe Manchin III**  
Governor

## **PREFACE**

This manual provides procedures for the administration of the STOP Violence Against Women Formula Grant Program and is applicable to all grants approved by the Governor after July 1, 2009. When revisions and corrections are deemed necessary, appropriately changed pages will be issued.

Sample application, reporting and other forms and schedules are provided in this manual and are for demonstration and information purposes only. Actual forms may be obtained from the Division of Criminal Justice Services.

The staff of the Division of Criminal Justice Services will be pleased to discuss any questions which are not adequately covered in this manual and will be receptive to recommendations that might make the administration of grant funds easier and more efficient. For further information, clarification, materials or submission of ideas, please contact:

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## Chapter 1

# GENERAL INFORMATION AND APPLICATION PROCESS

### A. Background

The Violence Against Women Act (VAWA), enacted by Congress, is set out in Title IV of the Violent Crime Control and Law Enforcement Act of 1994 and amended in 2000. The Act provides financial assistance to States for developing and strengthening effective law enforcement and prosecution strategies and victim services in cases involving violent crimes against women. The goal of VAWA is to encourage governmental and nongovernmental agencies to restructure and strengthen the Criminal Justice system response to be proactive in dealing with the problem of violence against women; to draw on the experience of all the players in the system; and to develop a comprehensive strategy to deal with this complex problem.

The goal of STOP (Services\*Training\*Officers\*Prosecutors) Violence Against Women Formula Grant Program (STOP VAWA) is to encourage governmental and nongovernmental agencies to restructure and strengthen the Criminal Justice system response to be proactive in dealing with the problem of violence against women; to draw on the experience of all the players in the system; and to develop a comprehensive strategy to deal with this complex problem. STOP VAWA promotes a coordinated, multidisciplinary approach to improve the criminal justice system's response to violent crimes against women.

The Violence Against Women Act was reauthorized in 2000 (Violence Against Women Act of 2000) and again in 2005 (Violence Against women and Department of Justice Reauthorization Act of 2005). Each reauthorization modified program requirements and guidelines. A copy of the Violence Against Women Act of 1994, 2000, and 2005 can be found in **Appendix A**.

### B. Program Purpose Areas

The Violence Against Women Act enumerates the following 14 statutory purposes for which funds may be used:

- ...nt officers, judges, other court personnel, and ...ectively identify and respond to violent crimes against women, including the crimes of sexual assault, domestic violence, and dating violence.
2. Developing, training, or expanding units of law enforcement officers, judges, other court personnel, and prosecutors specifically targeting violent crimes against women, including sexual assault and domestic violence.
  3. Developing and implementing more effective police, court, and prosecution policies, protocols, orders, and services devoted to preventing, identifying, and responding to violent crimes against women, including sexual assault and domestic violence.
  4. Developing, installing, or expanding data collection and communication systems, including computerized systems linking police, prosecution, and the courts or for the purpose of identifying and tracking arrests, protection orders, violations of protection orders, prosecutions, and convictions for violent crimes against women, including the crimes of sexual assault and domestic violence.
  5. Developing, enlarging, or strengthening victim services programs, including sexual assault, domestic violence, and dating violence programs; developing or improving the delivery of victim services to underserved populations; providing specialized domestic violence court advocates in courts where a significant number of protection orders are granted; and increasing reporting and reducing attrition rates for cases involving violent crimes against women, including sexual assault, domestic violence, and dating violence.
  6. Developing, enlarging, or strengthening programs addressing stalking.
  7. Developing, enlarging, or strengthening programs addressing the needs and circumstances of Indian tribes in dealing with violent crimes against women, including sexual assault and domestic violence.
  8. Supporting formal and informal statewide, multidisciplinary efforts, to the extent not support by state funds, to coordinate the response of state law enforcement agencies, prosecutors, courts, victim services agencies, and other state agencies and departments, to violent crimes against women, including the crimes of sexual assault, domestic violence, and dating violence.

It forensic medical personnel examiners in the collection of evidence, analysis, prevention, and providing expert testimony and treatment of trauma related to sexual assault.

10. Developing, enlarging, or strengthening programs to assist law enforcement, prosecutors, courts, and others to address the needs and circumstances of older and disabled women who are victims of domestic violence or sexual assault, including recognizing, investigating, and prosecuting instances of such violence or assault and targeting outreach and support, counseling, and other victim services to such older and disabled individuals.
11. Providing assistance to victims of domestic violence and sexual assault in immigration matters.
12. Maintaining core victim service and criminal justice initiatives, while supporting complementary new initiatives and emergency services for victims and their families.
13. Supporting the placement of special victim assistants (to be known as Jessica Gonzales Victim Assistants+) in local law enforcement agencies to serve as liaisons between victims of domestic violence, dating violence, sexual assault, and stalking and personnel in local law enforcement agencies in order to improve the enforcement of protection orders. Jessica Gonzales Victim Assistants shall have expertise in domestic violence, dating violence, sexual assault, or stalking and may undertake the following activities:
  - Developing, in collaboration with prosecutors, courts, and victim service providers, standardized response policies for local law enforcement agencies, including triage protocols to ensure that dangerous or potentially lethal cases are identified and prioritized;
  - Notifying persons seeking enforcement of protection orders as to what responses will be provided by the relevant law enforcement agency;
  - Referring persons seeking enforcement of protection orders to supplementary services (such as emergency shelter programs, hotlines, or legal assistance services); and
  - Taking other appropriate action to assist or secure the safety of the person seeking enforcement of a protection order

14. To provide funding to law enforcement agencies, nonprofit nongovernmental victim services providers, and State and local governments, (which funding stream shall be known as the Crystal Judson Domestic Violence Protocol Program) to promote:
  - The development and implementation of training for local victim domestic violence service providers, and to fund victim services personnel, to be known as %Crystal Judson Victim Advocates,+ to provide supportive services and advocacy for victims of domestic violence committed by law enforcement personnel;
  - The implementation of protocols within law enforcement agencies to ensure consistent and effective responses to the commission of domestic violence by personnel within such agencies (such as the model policy promulgated by the International Association of Chiefs of Police[~~D~~Domestic Violence by Police Officers: A Policy of the IACP, Police Response to Violence Against Women Project<sup>3</sup>July 2003] ;
  - The development of such protocols in collaboration with State and local victim services providers and domestic violence coalitions.

Examples of innovative approaches include those:

- ⊗ Instituting comprehensive training programs to change attitudes that have traditionally prevented the criminal justice system from adequately responding to the problem.
- ⊗ Forming specialized units within police departments and prosecutorsq offices, or specialized multi-disciplinary units, devoted exclusively to the handling of domestic violence and sexual assault cases.
- ⊗ Establishing sexual trauma units in emergency rooms where forensic examinations, victim counseling, and victim advocacy are equally available.
- ⊗ Developing strategies that maximize resources by establishing regional approaches, such as the registration and enforcement of protective orders across jurisdictional lines.
- ⊗ Establishing protocols to achieve better coordination in the handling of cases involving violence against women between civil and criminal courts

...ding victim services that address the special needs of women from minority and ethnic communities, women who are disabled, or women who do not speak English.

- ✿ Developing statewide protection order and/or sex offender registries.
- ✿ Establishing interpreter programs in the criminal justice system.

## **C. West Virginia's Plan**

It is the mission of the West Virginians Against Violence (WVAV) Committee to increase the awareness and understanding of violence against women and its consequences, reduce the incidence of violence against women, create a safer environment for all women, and provide a collaborative response to the needs of victims of violent crimes against women within West Virginia.

This mission is accomplished by:

1. Improving the prosecution of domestic violence, dating violence, sexual assault and stalking crimes.
2. Increasing cross trainings of all professionals and paraprofessionals that impact victims of violent crimes against women.
3. Developing and/or increasing effective responses to the needs of victims of violent crimes against women in underserved communities or populations.
4. Increasing public awareness of violence against women and intervention efforts.
5. Increasing collaboration and communications among representatives of the justice system, victim services, cultural specific organizations and health care providers in responding to victims of violent crimes against women.
6. Strengthening and expanding violence against women programs through identified legislation, funding sources, coordination and overall system improvement in this area.

\*West Virginia's STOP Violence Against Women Plan can be found in **Appendix B.**



## Compromise Victim Safety

Ensuring victim safety is the guiding principle of the STOP VAWA Program. Funded projects are strongly discouraged from including any activities that may compromise victim safety such as:

- Offering perpetrators the option of entering pre-trial diversion programs;
- Mediation or counseling for couples as a systemic response to domestic violence or sexual assault;
- Requiring victims to report sexual assault, stalking, or domestic violence crimes to law enforcement or forcing victims to participate in criminal proceedings;
- Court mandated batterer intervention programs that do not use the coercive power of the criminal justice system to hold batterers accountable for their behavior;
- Placement of batterers in anger management programs; and
- Procedures that would force victims of domestic violence to testify against their abusers or impose other sanctions on them.
- Requiring victims of sexual violence to adhere to a polygraph examination as a condition of proceeding with an investigation of such an offense.

## E. Confidentiality and Victim Safety

Funded programs must ensure the safety of victims and their families by protecting the confidentiality and privacy of persons receiving services. Programs may not disclose any personally identifying information (name, address, other contact information, social security number, date of birth, racial/ethnic/religions identity, or any other combined information that would serve to identify an individual) without the informed, written, reasonably time-limited consent of the person (or guardian in the case of a minor or disabled). Consent release cannot be given to an abuser of the person.

In the event that release of information is compelled by statutory or court mandate, programs must make reasonable attempts to provide notice to victims affected by the disclosure of information and take steps necessary to protect the privacy and safety of the persons affected by the release of the information.



## Federal Funds

The U.S. Department of Justice, Office of Justice Programs, Office on Violence Against Women awards funds appropriated by Congress to the Division of Criminal Justice Services which has been designated by the Governor as the state agency responsible for the administration of the Violence Against Women Act Program in West Virginia.

### G. Grant Applications

Applications for federal funds by agencies are initiated by completing a Violence Against Women grant application for a project and submitting it to the Division of Criminal Justice Services. Grant funding is awarded on a competitive basis each year. **There is no guarantee of funding beyond the one year award period.**

The standard grant application form must be used for all grants. Copies of this form are available from Division of Criminal Justice Services. Contact with staff should be maintained during the preparation of the grant application. A copy of the standard grant application form is found in **Appendix C**. The Division of Criminal Justice Services and the West Virginians Against Violence Committee reserve the right to approve and enforce the grant solicitation requirements, as based on specific State needs assessment.

### H. Eligible Applicants

In order to be eligible for STOP VAWA funds, programs must meet the following requirements:

1. A team must be formed that includes at a minimum: law enforcement, prosecution and a private non-profit, non-governmental victim service provider. The team may include other agencies in the team area that wish to participate. Only one Team per county will be funded.
2. Programs must be operated by a public agency or a private nonprofit organization. However, a private nonprofit organization that only provides occasional counseling or services to victims or whose sole purpose is to provide advocacy to the legislature for victims of crime would not qualify for eligibility.
3. The STOP VAWA requires that each state must distribute their grant funds each year in the following manner: At least 30 percent to victim

which 10 percent must be distributed to culturally specific community-based organizations), 25 percent must be allocated to law enforcement, 25 percent to prosecution, 5 percent to state or local courts, with the remaining 15 percent allocated as discretionary. This is a statutory requirement. These allocations may not be redistributed or transferred to another funding allocation area (with the exception of the discretionary funds, which can be used to supplement other allocation areas)

Non-profit, non-governmental organizations with a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking are eligible to apply for the portion designated for nonprofit, nongovernmental victim serves.

Community-based organizations (as defined by VAWA) that offer full linguistic access and culturally specific services and resources, including outreach, collaboration, and support mechanisms primarily directed toward underserved communities such as those communities with language barriers, disabilities, alienage status, racial and ethnic considerations, or age and who have a documented history of effective work with those communities are eligible to apply for the portion designated for culturally specific organizations. Additionally, to be eligible for this funding category you must meet the following criteria:

- An organization's primary mission is to address the needs of an underserved population or the organization has developed a special expertise regarding a particular underserved population. As well, the organization must do more than merely provide services to an underserved population; rather, it must provide culturally competent services designated to meet the specific needs of the target population.
- At a minimum, an organization must have documented expertise or demonstrated capacity to work effectively on domestic violence, dating violence, sexual assault or stalking issues and to work with victims of those crimes **OR** acquires that expertise through collaboration with another entity.

Governmental victim services programs contracting with nonprofit organizations are eligible to apply for the portion designated for nonprofit, nongovernmental victim services.

services programs attached to a law enforcement agency or a prosecutor's office may apply for the portions of funds designated for law enforcement or prosecution.

Governmental victim services programs that are not connected to a law enforcement agency or a prosecutor's office and are not considered nonprofit organizations may apply for funding through the portion designated as discretionary. With the exception of a victim services program attached to a probation office, which would be eligible to apply for the portion of funds designated for state or local courts or those designated as discretionary.

4. Programs shall promote within the community or region served coordinated public and private efforts to aid crime victims. Because various kinds of services needed by victims of crime are usually provided by a variety of agencies, it is important that these services be coordinated to ensure continuity of support to the victim and to avoid duplicating services.
5. Programs shall assist victims in seeking available crime victim compensation benefits through the West Virginia Court of Claims. Programs will identify and notify potential recipients of the compensation program and assist them with the compensation claim forms.
6. Programs must be able to identify and describe the underserved population(s) within their locality and how the population(s) will benefit from the STOP VAWA related services.
7. Programs must be able to describe how they plan to address the needs, including access to programs, services and information, of populations of individuals whose primary language is not English.
8. Programs must be able to describe in detail a plan of sustainability of the program in the event that STOP VAWA funds were to be relinquished. The plan should illustrate the willingness and capacity to continue the program after STOP VAWA funds are no longer available.
9. State Agencies/Organizations are also eligible for STOP VAWA funds as long as the proposal meets at least one of the Federal and State Program Purpose Areas. Statewide initiatives do not require a Team application; however, an advisory committee made up of at least a non-profit, non-governmental victim services, prosecution and law enforcement is strongly recommended.

enforcement, prosecution, and court applicants are required to consult with State and/or local victim service programs during the course of developing their applications in order to ensure that proposed activities and equipment acquisitions are designed to promote the safety, confidentiality, and economic independence of victims of domestic violence, sexual assault, stalking and dating violence. This is a requirement of the grant application.

10. All sub-grantees are required to develop and implement client surveys for evaluation purposes. DCJS may require a copy of these surveys/evaluations or request proof survey is being implemented. All survey/evaluations must ensure client confidentiality.

## **I. STOP Team Guidelines**

The West Virginians Against Violence Committee has implemented minimum guidelines for all VAWA funded STOP Teams.

Teams must adhere to the following requirements:

- a. Membership of the STOP Team must include a non-governmental non-profit victim service provider, law enforcement officer, and prosecuting attorney, regardless of whether those positions are STOP funded. These three entities are known as the ~~%~~core+ members.

In the event that your county has both a WVFPSB licensed domestic violence program and a WVFRIS member sexual assault program, then a representative from each program must be a part of your Team and will be considered core members.

In the event that more than one law enforcement agency receives funding, then a representative from each of those departments must be represented on the Team and is also considered a core member. The same requirement is true for victim service agencies or any other agency/organization receiving STOP funds.

- b. The Team must meet on at least a quarterly basis and copies of the agenda, attendance, and meeting minutes must be documented and submitted to DCJS with appropriate monthly progress reports.



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must have active participation and regular attendance at Team meetings. If a core member cannot attend they may have another person attend in their place. For example, if a Prosecutor cannot attend another prosecutor or assistant prosecutor should attend in their place. (Prosecutors key personnel or advocates cannot attend in the prosecutor's place)

- d. Maintain a Team protocol for responding to violence against women crimes. Regular reviews and necessary revisions should be an on-going process.
- e. The application, Team protocol, and required reports must have input from all core members. These three topics should be recurring topics at Team meetings.

All components of the application apply to the entire Team, whether all entities are STOP funded or not.

All required paperwork must be completed in a timely and thorough manner.

- f. Application, protocol, membership, and meeting topics must address all four violence against women crimes (domestic violence, dating violence, sexual assault, and stalking).
- g. A Team evaluation or feedback process must be implemented and maintained throughout the grant period to assist in measuring the Team effectiveness and to identify need and gaps in service. This should also be a continuing topic at Team meetings.

Teams are strongly encouraged to comply with the following recommendations:

- a. Other community and criminal justice organizations are encouraged to be part of the STOP Team, such as local community corrections programs, probation office, faith-based programs, local hospital/medical personnel, mental health programs, school Prevention Resource Officers (PRO), legal aid programs, human services agency/organization, and the humane society/officer.

Membership broadly representative of the community served (geographic, ethnic, race, gender).

- b. In circumstances where there is a victim advocate in a law enforcement agency or a prosecutor's office. Then both the

law enforcement officer or the advocate and a prosecutor should be a member of the STOP Team. However, as indicated above, an officer and a prosecutor are required.

- c. Include community agencies and individuals (both those that are part of the STOP Team and those who are not) in the evaluation of the Team and Team process. Examples: Judges, victims served, law enforcement officers, probation officers, victim advocates, prosecutors, health professionals, etc.
- d. Conduct training/education events throughout the year. This can be done with 20-30 minute workshop/sessions at each STOP Team meeting.
- e. Focus training, education, awareness, and services on community collaboration and include more cross-training events.
- f. Evolve new leadership on the STOP Team. Leadership/officers should be re-evaluated and reconsidered each year.
- g. Constantly review and evaluate membership and add/change members as needed. Team members should be willing and active participants.

## **J. Application Process**

The application process consists of the following steps:

1. Applications will be promptly acknowledged upon receipt and reviewed for completeness. Applicants will be contacted if omissions appear.
2. Staff will assess the merit and overall need of the project as well as evaluate how the specific project will satisfy state goals and objectives. Comments and recommendations will be attached and the application will be forwarded to the West Virginians Against Violence Committee for consideration after staff has evaluated the merits of the application which might include, but will not necessarily be limited to:
  - a. Compliance of the proposed project application with the priority programs described in the state plan.





assumption of costs by the applicant agency.

- c. Probability that the grant will achieve its objective(s).
  - d. Adequate fiscal responsibility.
  - e. Certification that federal funds will not be used to supplant or replace state or local funds.
  - f. Coordination of efforts with other local jurisdictions and federal grant programs.
  - g. Need for the project.
  - h. Geographic area(s) to be served.
  - i. Ability to identify and address the needs of underserved populations.
3. Members of the applying team who are familiar with the proposed project are requested to attend the West Virginians Against Violence Committee Meeting to make a brief presentation and/or answer any questions regarding the proposal.
4. Based primarily upon the West Virginians Against Violence Committee, staff will make one of the following recommendations to the Governor:
  - a. Approve the application.
  - b. Approve with conditions, budget adjustments, or amendments to the application.
  - c. Return for revision. The required revision will be appended to the application.
  - d. Denial.

**Applicants should note that authority to make grant awards is vested only by the Governor.** Staff recommendations are advisory only and should not be considered as indicative of the final action by the Governor.

## **K. Award**





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not operational within 60 days of the approved starting date of the grant period must report by letter to DCJS the steps taken to initiate the project, the reasons for delay, and the expected starting date.

If a project is not operational within 90 days of the original starting date of the grant period, the grantee must submit a second statement to DCJS explaining the implementation delay. Upon receipt of the 90-day letter, DCJS may cancel the project and redistribute the funds to other project areas or under extenuating circumstances, extend the project period.

## **L. Grant Cycle**

The project period for VAWA projects is July 1 - June 30.

## Chapter 2

# MATCHING FUNDS REQUIREMENTS

### A. General

Portions of funded projects must receive financial support from sources other than STOP VAWA funding (or any other Federal funding source). This is known as the matching contribution that is the statutory ratio that must be applied to the grantee as its portion of a grant. The purpose of matching funds is to augment the amount of resources available to the project from grant funds and to foster the dedication of state, local and community resources to the purposes of the project. The matching requirements are as follows:

- a. Private Non-Profit Agencies: A contribution of non-Federal dollars is not required for these agencies; however, applicants are encouraged to maximize the impact of Federal dollars by contributing to the costs of their projects. Providing matching funds proves collaboration and a commitment to the sustainability of the project, which is one of the major components used by staff and the Grant Advisory Committee in assessing merit of the project for grant funding. Therefore, it is recommended that barring any hardship of the non-profit agency, these agencies should provide the standard 27% matching contribution for the project. Supplemental contributions may be cash, in-kind services, or a combination of both.
- b. Government Agencies: 27% Cash or In-Kind Match required. Government agencies, as a part of the team, must provide a minimum of 27% match from other non-federal sources for their portion of the application. This match may be cash or in-kind. Matching funds are required on a project-by-project basis.

Cash Match Represents the grantees' cash outlay; money contributed to the grantee by other public agencies and institutions and private organizations and individuals. Funds received from other federal grants cannot be considered as grantees' cash match contribution.

Examples: Cash donations, United Way funds, money from fundraising activities, state grants, private foundations, etc.



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ch Represents the value of non-cash resources (e.g., labor, space, equipment, or other non-cash items) which belong to the subgrantee and are committed to the VAWA-funded project; which may consist of the value of goods and services specifically identifiable to the grant program; and charges or value of real property.

Examples: Volunteer time used in aiding victims of crime; donations of food, clothing, supplies, or furniture; donation of office space used for counseling victims, etc.

Please Note: if volunteer hours (which are one of the best non-cash resources) are used as match, a dollar value (a wage rate) may be assigned for the volunteer's time depending upon the type of service provided to the victim. For instance, a volunteer who transports victims may be assigned a value of \$5.00 per hour for providing this service. If a doctor or lawyer provides some volunteer professional services, such as counseling or legal advice, their services may be assigned a value of as much as \$75.00 per hour or \$100.00 per hour depending upon their individual rates for providing professional services. Any overtime for salaried staff cannot be used as match.

## **B. Timing of Matching Share**

The grantee matching share must be expended in the same manner and proportion as budgeted in the Grant Application. The grantee share must also be expended in the same time concurrence (grant period) as the federal funds are expended.

## **C. Records of the Grantee Share**

Since the requirement for grantee matching federal funds is mandatory, accurate records must be maintained with show the amount and timing of these contributions. These records are subject to audit in the same manner and to the same extent as books and records dealing with the receipt and expenditure of federal funds.

## **D. Methods for Calculating Match**

appropriate match for individual VAWA grants is

### EXAMPLE #1

**Amount of Law Enforcement Budget Page: \$18,750**  
 $\$18,750 \div .73 = 25,685$

**Total Project: \$25,685**  
**VAWA Funds -18,750**  
**Matching Funds \$ 6,935**

### EXAMPLE #2

Team Participant	Federal Funds	Match Required	Total Cost
Local service provider	\$15,000	\$ 5,548	\$20,548
Prosecutor's Office	22,500	8,322	30,822
Police Department	18,750	6,935	25,685
Court Program	50,000	18,493	68,493
Total Funds	\$106,250	\$39,298	\$145,548

The total budget is the budget only for the VAWA grant. The match reflected should be only the amount required; overmatching is not allowable.

## E. Reporting Match

Documentation of matching contributions from each funded agency should be submitted on a monthly basis, but must be submitted at least on a



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, will result in a delay of payment of the monthly

## Chapter 3

# ALLOWABILITY OF COSTS

### A. General

The purpose of this chapter of the manual is to set forth the cost allowability rules and principles. These rules and principles for all determining allowable costs\* apply to all grants awarded. They are intended to provide a basis for a uniform approach to the problem of determining costs under projects supported with federal funds. Cost Principles for State and Local Governments (A-87), Cost Principles for Non-profit Organizations (A-122), Grants and Agreements with Institutions of Higher Education, Hospitals and Other Non-profit Organizations (A-110), Audit Requirements for State and Local Governments (A-128), OC Financial Guide, and Audit Requirements for Non-profit Organizations (A-133) are found in **Appendix D**.

### B. Basic Principles

The basic guide in determining allowability of costs will be the extent to which these costs contribute to the purpose and execution of federal assisted programs. It will be assumed that:

1. Applicant agencies will each bear their appropriate share of allocated costs as allowable under federal, state and local law or regulation.
  2. The DCJS and its grantees have the primary responsibility for employing whatever form of organization and management techniques will be necessary to assure proper and efficient fiscal administration and cost allocation, including accounting, budgeting, reporting, auditing and other review controls.
  3. Costs pertinent to carrying out unrelated function (i.e., unrelated to programs receiving grant support) are not allowable and there can be no recognition of ~~profit~~ or increment above true cost in executing grants.
- In general, project costs are ~~all~~ necessary charges made by a grantee to accomplish the objectives of a project during the grant period.+

## C. General Guidelines

Violence Against Women funds shall be used only to provide services to victims of violent crimes against women. ~~%~~Services to victims of crime+ means those activities that directly benefit individual crime victims, including the required coordination of such activities, i.e., coordination of volunteers and/or coordination of public and private efforts to aid crime victims. Activities unrelated or only tangentially related to the provision of direct services to victims are not eligible for support.

Services to victims of violent crimes against women include, but are not limited to, the following:

1. Direct-Service Staff -- A portion of a team VAWA grant is allocated for covering salaries or portions of salaries for staff members who are providing direct services to women, such as therapists, counselors, and victim advocates. Administrative salaries such as for an executive director, fiscal officer, or clerical staff, cannot be VAWA-funded.
2. Crisis Intervention Services that meet urgent emotional and physical needs of crime victims. Crisis intervention may include support, guidance and counseling provided by counselors or mental health professionals in the immediate aftermath of a crime, crisis or trauma. It may also include the operation of a 24-hour hotline that provides counseling or referral for crime victims.
3. Counseling and Therapy which assist victims in dealing with their victimization beyond the services provided in the immediate aftermath of a crime, crisis or trauma. Therapy refers to specialized psychological or psychiatric treatment for individuals, couples, and family members. Counseling refers to mental health services which involve providing support and guidance to victims. Immediate family members are also eligible to receive service if the crime victim will benefit from such services. Immediate family members: a) the parent and/or legal guardian of a victim under 18; b) siblings of a crime victim; c) the spouse of the victim; and d) the children of crime victims. There is a cap of \$10,000 per application for contractual services, such as counseling and therapy sessions.
4. Support Services may include reassurance and empathetic listening and guidance for resolving practical problems created by the victimization experience; providing employment counseling;





the victim's behalf via other social services and agencies; and referral to other sources of assistance as needed.

5. Emergency Services -- Provide accompaniment/transportation to hospital and police station; provide temporary shelter for crime victims who cannot safely remain in their current lodgings; or provide crime victims with petty for meeting immediate needs related to transportation, food, medicine, shelter, and other necessities. This is to be used for emergency situations only and should not last more than one week.
6. Group Treatment refers to supportive group activities, as well as psychotherapeutic group treatment. This may include peer support, social support, and drop-in groups.
7. Court-Related Services refers to services which assist women in participating in criminal justice proceedings including advising victims of their legal rights, providing information regarding police investigation and explaining prosecution and court procedures; assisting victims with the preparation of victim impact statements; maintaining an on-call service and information system to apprise victims of appearances at court proceedings; advising victims of post adjudication notices of parole board and probation hearings and notice of offender release, etc.; assisting in filing temporary restraining orders, injunctions, and other protective orders, elder abuse petitions and child abuse petitions; accompanying a crime victim to court; providing child care services for crime victims while they participate in essential court proceedings; providing transportation to and from court; and providing emotional support to victims during a trial. This does not include the employment of private attorneys.
8. Community education activities that describe direct services available to women and how to obtain a program's assistance (such as pamphlets, brochures, and posters) are eligible to be funded out of VAWA funds. Brochures or pamphlets outlining general information, such as about rape or domestic violence, may be funded out of VAWA funds if the agency's name, phone number, and a description of services are also printed on the brochure or pamphlet.

The brochures, pamphlets, and posters must contain a statement reflecting that the printing costs of these brochures, etc., were covered by a U.S. Department of Justice Violence Against Women

awarded by the Division of Criminal Justice

9. Rent -- A subgrantee may charge or prorate a reasonable cost of rent for a VAWA-funded project. The subgrantee shall certify in writing that the requested rental charge is consistent with the prevailing rate in the local area.
10. Training -- A subgrantee may include as a small portion of a grant the reasonable cost of staff development for those persons (salaried and volunteer staff) who provide direct services to women. Please note all approval for any training must be approved by the Division of Criminal Justice Services prior to attending any training by submitting to DCJS a written request for training approval.

VAWA funds may be used for workshop/conference registration fees, mileage, meals, and lodging expenses for In-State Training and Out-of-State Training in accordance with State Travel Regulation. **The State Travel Regulations can be found in the front pocket of this manual.** VAWA funds may not be used for continuing education credits. This means that a staff member can attend a training (if approved by DCJS) at which CEU credits are offered. However, VAWA funds would not cover the costs of the CEU credits but would cover the registration costs and related travel, meals, and lodging expenses.

VAWA funds can also be used to host in-state violence against women related training events. All training events, agendas and speakers must be pre-approved by DCJS. Speaker fees may not exceed the \$450/day federal rate

11. Travel -- A subgrantee may include as a small portion of their grant necessary and reasonable travel expenses relating only to providing direct services to victims, such as transporting victims. Direct service staff and volunteers would be reimbursed in accordance with State Travel Regulations,

Travel expenses associated with administrative costs, such as making bank deposits, delivering and picking up mail, and attending meeting or general speaking engagements would not be allowable expenses under the VAWA grant.

12. Audit costs -- All grant recipients are required to have agency-wide audits and VAWA funds may be used to reimburse grantees for a

t expense (no more than 2 percent of the grant audits are to be performed on an organization-wide basis as opposed to a grant-by-grant basis, and must be performed annually pursuant to the OMB circular A-128, Audits of State and Local Governments, and OMB circular A-133, Audits of Institutions of Higher Education and Other Nonprofit Institutions.

13. Printing and Postage -- VAWA funds may be used to cover reasonable costs for printing and distributing brochures, pamphlets, posters, and similar announcements describing a program's victim services and how to obtain a program's assistance, and similar public notification efforts intended to recruit volunteers.
14. Advertising -- VAWA funds may be utilized to advertise a program's victim services, such as newspaper ads. It is also allowable to use VAWA funds to cover costs for advertising staff position openings, such as for VAWA staff. It would not be allowable to allocate an entire VAWA grant for advertising victim services.
15. Counseling/Educational Materials -- VAWA funds may be utilized to purchase materials necessary in counseling victims, such as books, tests, psychological testing materials, materials used to train volunteer staff, etc.
16. Crisis Hotlines, Telephone, and Pager costs which are necessary and reasonable in providing crisis intervention services, such as emergency counseling or referral for crime victims, may be allowable from VAWA funds. For instance, if a VAWA project used one of an agency's four telephone lines for sexual abuse services, it would be reasonable to charge a VAWA grant \$50 a month out of a \$200 a month telephone bill.
17. Office Supplies -- Reasonable supply costs in operating the VAWA program, such as files for setting up case records, Xerox paper for copying brochures or general information relating to direct services to victims, letterhead, envelopes, and postage for mailing direct service information to victims are allowable. A portion of general office equipment that is necessary and essential to the delivery of direct service may also be allowable. The total office supplies/equipment for a program could not be charged to the grant.



tion or Programs Designed for Prevention of general public awareness campaigns designed to raise the public's consciousness of victim issues or programs that focus primarily on general community/state victim education programs qualify as allowable. In addition, community education efforts describing direct services available to crime victims are also eligible for VAWA funding. Please note: Community Education Specialists are not eligible for VAWA funding.

19. Law Enforcement Officers -- The cost of salary, benefits and/or overtime of a police officer who is dedicated to a domestic violence unit or sexual assault investigative unit. There is a cap of \$25/hour (or \$26,000) on VAWA funds to be awarded for the salary of dedicated law enforcement officers under the grant program (this does not necessarily include fringe benefits).
20. Prosecutors -- The cost of salary and benefits for an assistant prosecutor who would be dedicated to the prosecution of domestic violence and/or sexual assault cases. Prosecution support services, such as overseeing or participating in statewide or multijurisdictional domestic violence task forces, conducting training for local prosecutors or enforcing victim compensation and domestic violence related restraining orders shall be considered ~~6~~ direct responsibility+for purposes of this program. There is a cap of \$25/hour (or \$26,000) on VAWA funds to be awarded for the salary of dedicated prosecutors under the grant program (this does not necessarily include fringe benefits).
21. Evaluation -- Project that would evaluate the effectiveness of funded teams.
22. Data collection -- The development and improvement of data collection and communications systems linking police, prosecutors, and courts or for purposes of identifying and tracking arrests, protection orders, violations of protection orders, prosecutions, and convictions.

NOTE: Nothing in the VAWA 2005 shall be construed to prohibit male victims of domestic violence, dating violence, sexual assault, and stalking from receiving benefits and services under the Act; however, the Act does not require the funding of male-only programs with VAWA funds.

#### **D. Ineligible Activities or Services**

guide can be used as an aid in determining

1. Projects that are unrelated, or only tangentially related, to the provision of direct services to victims are not eligible for VAWA funding. Agencies or organizations whose function is administrative or legislative oversight, or groups defined as coalitions where direct service is not a part of the organization's function, are also not eligible to receive VAWA funding, except for the role of overseeing statewide direct services and/or statewide training and/or information sharing initiatives that directly relate to and benefit Violence Against Women response and services.
2. Because VAWA funding is limited to providing direct services to crime victims, VAWA funding cannot be used for administrative salaries, such as for executive directors, fiscal staff, or clerical staff.
3. Medicaid-reimbursable clients cannot also be provided services by VAWA-funded direct service staff because this is considered double billing. An agency can be billing Medicaid for victim services but they must ensure that their VAWA-funded staff are providing direct services to only those victims who are not eligible for Medicaid reimbursement.
4. Payment of costs for a forensic medical examination of a crime victim. The West Virginia Forensic Medical Examination Fund through the WV Prosecuting Attorneys Institute was established in 1996 and should be used for these costs. See Chapter 10 for details.
5. Lobbying, Legislative and Administrative Advocacy -- Lobbying for particular victim legislation or administrative reform is an ineligible activity.
6. Fundraising is an unallowable expense.
7. The purchase of liability insurance policies.
8. The repair of buildings and improvements to shelter.
9. Witness Management or Notification Programs -- Victim/Witness programs which provide both victim services and witness notification services can receive VAWA funding support only for

program that provides direct services to crime

10. The payment of fees for professional services rendered by lawyers and doctors are not eligible for VAWA funding. Victims treated for crime-related injuries are encouraged to seek reimbursement for medical services from the Crime Victims Compensation Program. This provision, however, does not prohibit direct service programs from hiring staff, salaried medical/health professionals to provide services on site to clients. This differs significantly from a case by case fee-for-service type of arrangement.
11. The purchase of real estate.
12. The purchase of rental of cars, van, or other vehicles.
13. Bad debts.
14. Contingencies.
15. Contributions or donations.
16. Entertainment.
17. Fines and penalties.
18. Interest and other financial costs.
19. Prior obligations.
20. Underrecovery of costs under grant agreements.
21. Legislative expenses.
22. Indirect Costs.
23. Legal or defense services for perpetrators of violence against women may not be supported with grant funds.
24. Law Enforcement overtime hours to provide security at Monitored Visitation and Exchange Centers.
25. Non-Licensed Residential Services. Residential services (services provided in a shelter) through a non-licensed domestic violence program are not eligible for VAWA funding.



romise victim safety

27. Dedicated VAWA funds for perpetrator intervention/prevention programs (with the exception of funding law enforcement officer overtime to facilitate classes or including the facilitation of such classes in the job description of a VAWA dedicated law enforcement officer).
28. Political Activity.





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**approval**

1. Out of State travel
2. Training
3. Consultant fees
4. Anything not specific in the approved grant budget

# GRANTEE REPORTING

## A. General

Grantees are required to constantly monitor performance under grant-supported activities to assure that time schedules are being met, projected work units by time periods are being accomplished, and other performance goals are being achieved.

## B. Types of Reports

Grantees are required to prepare and submit the following types of reports. **(Appendix E)** All funded projects which become 60 days delinquent in the submission of reporting requirements will forfeit one month of reimbursable expenses for the entire project. Every additional 30 days past the initial 60-day delinquency period, shall result in an additional forfeiture of a month's reimbursable expenses.

### 1. Request for Reimbursement

A copy of this form is to be submitted monthly with the Project Financial Report for the purpose of DCJS issuing a reimbursement check. The total requested should agree with amounts listed on the Project Financial Report form. This form must contain the **original signature of either the Authorized Official or the Fiscal Officer of the approved grant.** This form should not be altered in any way.

### 2. Project Financial Report

This report must be prepared and submitted on a monthly basis and is due at the DCJS office no later than 20 days following the close of the reporting month. Attach copies of invoices, as well as, proof of payment, to verify expenditures. Matching contributions should also be submitted with back up documentation and should be recorded on the Project Financial Report forms.

A copy of this form is to be completed and submitted monthly with the Project Financial Report Form and the Request for Reimbursement Form. This form supplies a specific breakdown of requested items and funds for **each** entity for **each** reporting period. Each agency requesting reimbursement for funds in a reporting period should complete this form or provide their own form that lists an itemization of funds for each reporting period.

#### 4. **Progress Reports**

This report must be prepared and submitted on a monthly basis and is due no later than 20 days following the close of the reporting month. It is to include, but not limited to:

- a. Statistical data reflecting the number and types of victims served during the month. Statistical report forms are provided to each program. Each agency receiving funds should complete and submit these forms each month.
- b. A summary completed by each VAWA-funded staff position outlining activities during the month. These activities should be related to the approved goals and objectives of the grant.
- c. Copies of minutes from the governing board, such as Board of Directors, Advisory Boards, STOP Team, etc. If the Team and/or Board does not meet during a month, then this should be indicated in the corresponding monthly progress report.
- d. A monthly summary of coordination efforts among team members. This may be reflected in the funded staff summaries and/or the Team meeting minutes.
- e. A Certification Letter stating all VAWA funded staffs salaries and benefits provided by VOCA and a list of the portion of salaries and benefits provided for by other funds (such as county funds, other grant funds, etc.) This should be signed by the Project Director and an original submitted to the DCJS office within 30 days of receiving a contract.



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5. **Annual Performance Report**

This form is required of all VAWA projects, and is due no later than January 30 of each year (unless a different date is specified by DCJS). The form and instructions will be mailed by DCJS.

6. **Other Periodic Reports**

Periodically, additional programmatic and/or fiscal information may be requested by DCJS. Most often for the purpose of program evaluation and strategic planning. All VAWA funded projects will be required to provide such information upon request.

## Chapter 5

# ACCOUNTING BOOKS AND RECORDS

### A. General

Grantees must maintain accounting records in accordance with generally accepted accounting procedures which will insure that federal and grantee matching funds are accounted for adequately. The minimum requirements for such records are explained below.

### B. Minimum Requirements

In addition to complying with its regular accounting procedure, the grantee must keep special accounting records which will accomplish the following:

1. Account for the receipt of federal funds approved for each grant project.
2. Account for the expenditure of federal and grantee funds approved for each grant project by the broad budget categories set forth below:
  - a. **Personnel/Contractual:** Salaries, employee benefits, and contracts for hiring of consultants. Consultant services require advance DCJS approval.
  - b. **Travel/Training:** Lodging, transportation, registration fees, and subsistence expenses for project personnel. Training projects require advance DCJS approval. Expenses may not exceed ceiling established by West Virginia state travel regulations.
  - c. **Space:** Rent/Mortgage and telephone.
  - d. **Other:** Computers, software, and other allowable expenses not otherwise classified.

Adequate documentation for all project costs must be maintained. Such documentation must be retained and available for audit purposes for the period of time specified in Chapter 7. Adequate documentation is defined as follows, for each major budget category.

1. **Personnel/Contractual:** Documentation includes daily time and attendance records signed by each project employee and his/her supervisor. Additional documentation includes payroll records which indicate payroll period, payment rate, hours per day, and other related information. Contractual services require documentation by way of the consultant agreement and statement from the consultant indicating time period, payment rate, hours per day, signature of consultant and approval of project director.
2. **Travel:** Documentation includes detailed expense vouchers, signed by the employees and approved by the employeesq supervisor. **(Appendix F)**
3. **Training:** Documentation includes detailed expense vouchers, receipts from the training organization, and brochures, etc. from training. Documentation when your organization provides training for other participants, includes consultant agreement and copies of the actual receipts for other expenses.
4. **Other:** Documentation for %~~other~~+ includes purchase orders, audited vendor invoices approved by the project director, and copies of checks issued for payment.

## **D. Technical Assistance**

A determination of the adequacy of the grantees\$ accounting records can be made by the staff of DCJS. Technical assistance will be provided if necessary.

## Chapter 6

# GENERAL FISCAL AND ADMINISTRATIVE REQUIREMENTS

### A. Budget Deviations

Deviations (increases or decreases) from the submitted cost estimates of each budget category are allowable provided that the deviations do not exceed ten percent (10%) of a budget category total. In no event, however, may the grantee charge to the grant amounts in excess of the approved federal funding.

### B. Written Approval of Changes

Grantees must obtain prior written approval from DCJS for major project changes. Only the Project Director of the grant can request a grant adjustment or change. In addition, **grant adjustment requests will not be considered by DCJS after June 15 each year.** Grant changes requiring approval include:

1. changes in substance and project activities, goals and objectives, design, or research plans set forth in the approved application,
2. changes in the project director, the authorized official, the fiscal officer, or key professional personnel. All changes in VAWA-funded personnel require written notification and must include a copy of the resume of new staff.
3. changes in the project budget (**Appendix G** - Sample Budget Adjustment), and
4. changes in the length of the project period.

### C. Obligation of Funds

Project funds (federal and grantee) may not be obligated prior to the effective date or subsequent to the closing or termination date of the project



as of the closing or termination date shall be obligations must be related to goods or services provided within the project period.

Unexpended grant funds will be deobligated after a grant has ended. If a grantee determines that there will be unexpended grant funds prior to the end of the grant period, those funds will be deobligated. That will allow those funds to be rewarded to another project.

## D. Time Extensions

If adequate justification is provided, DCJS does occasionally approve time extensions. A situation where an extension might be approved would be if the grant project started later than originally planned. An extension would allow sufficient time for the grantee to fully expend the grant funds. Grantees must request approval from DCJS in writing. If after reviewing the individual circumstances, an adjustment is justified, an adjustment notice will be forwarded to the grantee reflecting the approval of the time extension.

## E. Travel Regulations and Rates

Project travel expense charges are to be determined in accordance with the State of West Virginia travel regulations and rates, unless the grantees' travel regulations are more restrictive, then its regulations will govern. **Reimbursement is limited to actual expenses incurred.** A complete copy of the current State rates and regulations can be found the front pocket of this Administrative Manual.

**Meal allowance:** Please refer to the State of West Virginia Travel Regulations for percentages to use for single day travel.

**Motor Vehicle:** Reimbursement for the use of employee's personal car in connection with grant business will be on State Government rates. Such reimbursement rate shall apply between the employee's headquarters and any designated location of work as approved by the project director. There will be no reimbursement of expense for commuting purposes other than in cases where an employee has complete his/her work day and is called out to return to his/her headquarters.

**Duplicate Reimbursements:** Notwithstanding any provision of these rules and regulations to the contrary, no official or employee shall be permitted to receive reimbursement for any expenses incurred in instances in which such expenses have been paid or are to be paid by

ation, partnership, association or any other third employee shall receive reimbursements for any expense incurred in instances in which such expenses have been paid or are to be paid by DCJS as part of registration fee.

**Registration Fees:** Registration fees for conferences and/or seminars must be supported by receipts and attached to the attendee's expense report. Lodging and/or food that is included in the registration, should be indicated on the expense report. Additional reimbursement will not be made for lodging or food that is included in registration fees.

## F. Record Retention

Records of the grantee and its contractors, including books of original entry, source documents supporting accounting transaction, the general ledger, subsidiary ledgers, personnel and payroll records, canceled checks, and related documents and records must be retained for a period of at least three years. The retention period starts from the date of the submission of the final expenditure report or, for grants which are renewed annually from the date of the submission of the annual expenditure report. The three-year retention period is qualified as follows:

1. Records for nonexpendable property acquired with federal grant funds shall be retained for three years after its final disposition.
2. Records must be retained beyond the three-year period when an audit is in progress and/or the finding of a completed audit have not been resolved satisfactorily. If an audit is completed and the findings are resolved prior to the three-year period, records will be retained until the end of the three-year period. If the three-year period has passed and no audit has been initiated, the records will be retained in accordance with other federal, state, and local laws. If state and local law requires a longer period of record retention, access to the records will be allowed for purposes of an audit.
3. DCJS may request transfer of certain records to its custody when it determines that the records possess long-term retention value.

## G. Project Income

Project income is defined to be ~~gross~~ gross income earned by grant supported activities. Regarding project income, the following general rules apply:

from copyrights and patents during the grant period shall be retained by the grantee and, in accordance with the grant agreement, be either added to the funds already committed to the program or deducted from total project costs for the purpose of determining the net costs on which the state share of costs will be based. After termination or completion of the grant, the federal share of royalties in excess of \$200 received annually shall be returned to the grantor agency (through DCJS) in absence of other specific agreements between the grantor agency and the grantee. Three federal shares of royalties shall be computed on the same ratio basis as the federal share of the total project cost.

2. All other program income earned during the grant period shall be retained by the grantee and, in accordance with the grant agreement, shall be:
  - a. Added to funds committed to the project by the grantor and grantee and be used to further eligible program objectives, or
  - b. Deducted from the total project costs for the purpose of determining the net costs on which the federal share of costs will be based.

## **H. Cash Depositories**

Recipients of federal funds shall deposit these funds in state treasury or in a bank with FDIC coverage and be collaterally secure. Although DCJS does not require physical segregation of the establishment of any eligibility requirement for cash depositories, it does recommend (consistent with the national goal of expanding the opportunities for minority business enterprises) the use of minority banks.

## **I. Lobbying**

All grants funded with U. S. Department of Justice funds, will contain in the grant contract a certification regarding lobbying. The certification will be signed by the authorized official of the grant indication that no grant funds will be used to lobby, or if lobbying is engaged in by anyone associated with the grant, it will be done with non-federal funds. A Disclosure of Lobbying Activities form must be completed and submitted to DCJS in all instances of grantee lobbying with non-federal funds.

The federal Hatch Act (5 U.S.C. Chapter 15 . Political Activity of Certain State and Local Employees) restricts the political activity of individuals principally employed by State or local executive agencies who work in connection with programs financed in whole or part by federal loans or grants.

Prohibited activities include:

- A. Be a candidate for public office in a partisan election.
- B. Use official authority or influence for the purpose of interfering with or affecting the results of an election or a nomination for office.
- C. Directly or indirectly coerce contributions from subordinates in support of a political party or candidate

## **K. Federal Audit Requirements**


Federal Office of Management and Budget (OMB) Circular A-133 sets forth standards for obtaining consistency and uniformity for the audit of states, local government, and non-profit organizations expending Federal awards. Subgrantees shall adhere to the audit requirements set forth in OMB Circular A-133.

As of 10/1/04, the requirements set forth by **OMB Circular A-133** are as follows:

*Non-Federal entities that expend \$500,000 or more in a year in Federal awards shall have a single or program-specific audit conducted for that year. Non-Federal entities that expend less than \$500,000 a year in Federal awards are exempt from Federal audit requirements for that year, but records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and General Accounting Office.*

Federal Office of Management and Budget (OMB) Circular A-110 sets forth standards for obtaining consistency and uniformity for the audit of institutions of higher education, hospitals, and other non-profit organizations expending Federal awards. Subgrantees shall adhere to the audit requirements set forth in OMB Circular A-110.

As if 10/1/04, the requirements set forth by **OMB Circular A-110** are as follows:



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*ents that are institutions of higher education or other non-profit organizations (including hospitals) shall be subject to the audit requirements contained in the Single Audit Act Amendments of 1996 (31 USC 7501-7507) and revised OMB Circular A-133.*

If an audit must be conducted pursuant to OMB Circular A-133 and A-110, a copy of the audit shall be submitted to the WV Division of Criminal Justice Services as well as to the Federal clearinghouse.

As of 10/1/04, the Federal clearing house is as follows:

Federal Audit Clearinghouse  
Bureau of the Census  
1201 E. 10<sup>th</sup> Street  
Jeffersonville, IN 47132

All private, non-profit subgrantees also must submit a copy of their audit for each year in which funds were expended and the resolution of any audit findings or recommendations to the Division of Criminal Justice Services.

## **L. State Audit Requirements**

Subgrantees must assure that they have read, understand, and are in full compliance with all requirements as set forth in §12-4-14., Code of West Virginia, as amended, and are not currently debarred from receiving state grant funds as a result of non-compliance with §12-4-14., as amended. Subgrantees further understand that if they are currently debarred or are not in compliance with §12-4-14., as amended, they are ineligible to receive funding from the West Virginia Division of Criminal Justice Services.

Additionally, programs who are not required to submit an audit under §12-4-14 are still required to submit a copy of an audit or an annual internal financial review to the VAWA Administrator at DCJS, showing the total budget expenditures and revenues from all sources for the prior year, along with a systematic method for timely and appropriate resolution of findings and/or recommendations.

## Chapter 7

# PURCHASING PROCEDURES

### A. General

This section sets forth procedures for purchasing supplies, equipment, construction, and other services. These procedures are furnished to insure that such materials and services are obtained in an effective manner and in compliance with the provisions of applicable law.

Grantees may use their own purchasing regulations and procedures which reflect applicable federal, state, and local laws provided that purchases made with grant funds adhere to the minimum requirements set forth below:

### B. Minimum Requirements

1. All purchasing transactions, regardless of whether negotiated or advertised and without regard to dollar value, shall be conducted in a manner so as to provide maximum open and free competition. The grantee should be alert to organizations conflicts of interest or non-competitive practices among contractors which may restrict or eliminate competition or otherwise restrain trade. Contractors that develop or draft specifications, requirements, statements of work and/or RFPs for proposed procurement shall be excluded from bidding or submitting a proposal to compete for the award of such procurement. In this regard, requests for proposal or invitations for bid issued by the grantee to implement the grant project are to provide notice to prospective bidders that DCJS organizational conflict of interest provision is applicable in that contractors that develop or draft specifications, requirements, statements of work/or RFPs for a proposed procurement shall be excluded form bidding or submitting a proposal to compete for the award of such procurement.
2. Proposed purchases shall be reviewed by grantee officials to avoid purchasing unnecessary or duplicative items. Where appropriate, an analysis shall be made of lease and purchase alternatives to



would be the most economical, practical

3. Invitations for bids or requests for proposals shall be based upon a clear and accurate description or the technical requirements for the material, produce, or service to be procured. Such description shall not, in competitive procurements, contain features which unduly restrict competition. ~~%Brand name or equal+~~description may be used as a means to define the performance or other salient requirements of procurement, and when so used the specific features of the named brand which must be met by offerers should be clearly specified.
4. Positive efforts shall be made by the grantees to utilize small business and minority-owned business sources of supplies and services. Such efforts should allow these sources the maximum feasible opportunity to compete for contracts to be performed utilizing grant funds.
5. The type of procuring instruments used (i.e., fixed price contracts, cost reimbursable contracts, purchase orders, incentive contract, etc.) shall be appropriate for the particular procurement and for promoting the best interest of the grant program involved. The ~~%cost-plus-a-percentage of cost+~~method of contracting shall not be used.
6. Formal advertising, with adequate purchase description, sealed bids, and public openings shall be the required method of procurement unless negotiation pursuant to paragraph (7) below is necessary to accomplish sound procurement. However, procurement of \$4,999 or less need not be so advertised unless otherwise required by state or local law or regulations. Where such advertised bids are obtained the awards shall be made to the responsible bidder whose bid is responsive to the invitation and is most advantageous to the grantee price and other factors considered. (Factors such as discounts, transportation costs, taxes may be considered in determining the lowest bid.) Invitations for bids shall clearly set forth all requirements which the bidder must fulfill in order for his/her bid to be evaluated by the grantee. Any or all bids may be rejected when it is in the grantee's interest to do so, and such rejections are in accordance with applicable state and local law, rules, and regulations.
7. Procurements may be negotiated if it is impracticable to use formal advertising. The term ~~%negotiation+~~ is used to describe all



the private sector that is made by means other than advertising procedures. Unlike public advertising, negotiation generally involves discussion and bargaining with a view to reaching agreement on the prices and other terms of a proposed contract. It may also be used to obtain an equitable adjustment for a unilateral, grantee-directed change in a contract provision, or to resolve a mutually acceptable amendment or supplement to an existing contract.

Contrary to a commonly held belief, negotiation is in no sense synonymous with non-competitive (sole source) procurement. Although the method of procuring a non-competitive basis, the general use of negotiation is not intended to preclude competition. In those instances when a contemplated procurement appears to be necessarily non-competitive, the grantee must not only assure that competition is not feasible, but also should take whatever actions are possible to foster competitive conditions for subsequent procurements of the same item. The objective of negotiation, as in public advertising, is to procure in the most effective manner and in the best interest of the grantee.

Public advertising is conducted in full public view, with the bid of each firm known to and examined by his/her competitors after bid opening. This is not true in competitive negotiation. Proposals submitted by competing firms in a negotiation are not disclosed to competitors or the public and subsequent negotiations on the basis of these proposals are conducted individually with each offered. Only after the execution of a contract is the successful firm made known the terms and conditions of the contract disclosed. In this way competitive pressure is maintained throughout negotiations. Generally, procurement may be negotiated by the grantee if:

- a. The public exigency (requiring immediate aid or action) will not permit the delay incident to advertising:
- b. The material or service to be procured is available from only one person or firm: (All contemplated sole source procurements where the aggregate expenditure is expected to exceed \$4,999 shall be referred to for prior approval.) Proposed form all advertised or competitive negotiated procurements for which only one bid or proposal is received is deemed to be, for purposes of this paragraph, sole source procurement. An interagency contract where the work is performed by a state governmental agency, including a state university, does not require approval.



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ate amount involved does not exceed \$4,999;

- d. The contract is for person or professional services, or for any service to be rendered by a university, college, or other educational institutions;
- e. No acceptable bids have been received after formal advertising;
- f. The purchases are for highly perishable materials or medical supplies, for material or services where the prices are established by law, for technical items or equipment requiring standardization and interchangeability or parts with existing equipment, for experimental, developmental or research work, for supplies purchased for authorized resale, and for technical or specialized supplies requiring substantial initial investment for manufacture;
- g. Otherwise authorized by law, rules, or regulations.

Notwithstanding the existence of circumstances justifying negotiation, competition shall be obtained to the maximum extent practicable.

- 8. Contracts shall be made only with responsible contractors who possess the potential ability to perform successfully under the terms and conditions of a proposed procurement. Consideration shall be given to such matters as contractor integrity, record of past performance, financial and technical resources, or accessibility to other necessary resources.
- 9. Procurement records or files for purchases in amount in excess of \$4,999 shall provide at least the following pertinent information: Justification for the use of negotiation in lieu of advertising, contractor selection, and the basis for the cost or price negotiated.
- 10. A system for contract administration shall be maintained to assure contractor conformance with terms, conditions, and specifications of the contract or order, and to assure adequate and timely follow-up of all purchases.

## **C. Contract Provisions**

In addition to provisions to define a sound and sound provisions in all contracts entered into:

1. Contracts shall contain such contractual provision or conditions which will allow for administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as may be appropriate.
2. All contracts, amounts for which are in excess of \$4,999, shall contain suitable provisions for termination by the grantee including the manner by which it will be effected and the basis for settlement. In addition, such contracts shall describe conditions under which the contract may be terminated for default as well as conditions where the contract may be terminated because of circumstances beyond the control of the contractor.
3. All contracts awarded by grantees shall include a provision to the effect that the grantee, the grantor agency, or any of their duly authorized representatives, shall have access to any books, documents, papers, and records of the contractor which are directly pertinent to a specific grant program for the purpose of making audit, examination, excerpts, and transcriptions.
4. Each contract of an amount in excess of \$4,999 awarded by a grantee shall provide that the recipient will comply with applicable regulations and standards of the Cost of Living Council in establishing wages and prices. The provision shall advise the recipient that submission of a bid or offer or the submittal of an invoice or voucher for property, goods or services furnished under a contract or agreement with the grantee shall constitute a certification by him/her that amounts to be paid do not exceed maximum allowable levels authorized by the Cost of Living Council regulations or standards. Violations shall be reported to the Division of Criminal Justice Services and the local Internal Revenue Service field office.

## **D. Approval of Contracts**

Prior to entering into any contract exceeding \$4,999 which will be paid in whole or in part with project funds, a copy of the proposed contract must be submitted to DCJS for review and approval. This is to assure that the above provisions have been included in the proposed contract. In addition, grantees must submit to DCJS the selection basis (i.e., competitive bids, competitive negotiations, or sole source procurement) used in awarding the proposed



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proposals, or other documentation which would  
to be provided.

## **E. Property Accountability**

Subgrantees shall establish and administer a system to control, protection, preservation, use and maintenance, and properly disposal of any property or equipment provided by the Division of Criminal Justice Services. This obligation continues as long as the property is retained by the subgrantee, notwithstanding the expiration of a contract agreement. Prior to sale, trade in or disposal of property, disposition instructions will be obtained from DCJS. Grantee assures inventory checks will be performed annually or pursuant to guidance promulgated in the Administrative Manual for this program (if applicable), with copies provided to DCJS.

## Chapter 8

# MONITORING

### A. General

The Division of Criminal Justice Services staff will make at least one on-site visit to each grant program every three years to monitor the performance of grant-supported activities. **(Appendix N)**. The only exceptions to this schedule are as follows:

1. **New Subgrantees:** receive an on-site visit the initial year of funding and the following year (two consecutive annual visits);
2. **Compliance Issues:** subgrantees in which a problem is found during a site visit will receive a follow-up visit the next year;
3. **Administrative/Personnel Change:** subgrantees who experience significant administrative and/or personnel changes during a grant period may receive a scheduled on-site visit during the current or following grant year;
4. **Technical Assistance:** subgrantees may request a technical assistance visit during a grant period or DCJS may determine a technical assistance and on-site monitoring visit is necessary.

Additionally, DCJS will require a self monitoring report for all programs which receive funds but are not visited on-site during a grant period. These forms will be mailed to the Project Directors with instructions and will be due no later than June 1 each grant year. **(Appendix N)**.

The purpose of the on-site visits and self reports is:

1. Determine progress made toward achieving project objectives;
2. Determine compliance with terms, conditions, and purpose of grant;
3. Identify technical assistance needs; and



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of future design or funding of similar projects.



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An evaluation team (or member) may make approximately one visit to each grant program during the project period to aid in evaluation efforts. Evaluation visits will:

1. Determine if each team's objectives are specific, measurable, attainable, realistic and time-related;
2. Help teams develop timelines for sub-objectives, tasks and activities;
3. Show teams how to submit the evaluation forms on a monthly basis; and
4. Provide technical assistance if needed.



# VICTIM COMPENSATION PROGRAM

## A. General

All grantees are required to assist victims make application for the victim compensation benefits. Such assistance may be achieved by: (a) identification of potential recipients; (b) providing assistance with application forms and procedures.

All grantees must demonstrate that they will coordinate their activities with the state compensation program.

## B. West Virginia Crime Reparation Act of 1981

The West Virginia Crime Compensation Act established a special revenue fund which pays certain compensation and medical benefits to innocent victims of crime. The program is administered by the West Virginia Court of Claims.

1. **Funding** - The Crime Victims Compensation Program is supported through the assessment of additional court costs on every person who is convicted of or pleads guilty to a misdemeanor or felony offense, other than a non-moving traffic violation.

Funds are also provided to the program from the Victims of Crime Act of 1984 at a rate equal to sixty percent (60%) of the awards made in the year prior to the Victims of Crime grant. **(Appendix H)**

2. **Filing a Claim** - A claim may be filed by any innocent victim who suffers personal injury as the result of a crime, any individual who is the dependent of a deceased victim of a crime, any individual who is directly exposed to a crime, or any West Virginia resident who is victimized in a state without a victim compensation program.

The crime must be reported to law enforcement officials within 72 hours and the claimant must fully cooperate with law enforcement officials. The claim for compensation must be filed within two years

e crime. If an individual is victimized as a minor or guardian fails to file on their behalf, the individual has two years after their eighteenth birthday to file a claim.

3. **Processing a Claim** - The Claim Investigator reviews the claim and files a finding of fact and recommendations. Once that is completed a Judge of the Court of Claims evaluates the claim without a hearing and renders a decision. If a claimant chooses to do so, they may request a hearing in the event their claim has been denied.
4. **Compensation Limit** - Compensation payable to a victim and to all other claimants sustaining economic loss because of injury to that victim shall not exceed \$35,000. Compensation for the death of a victim shall not exceed \$50,000, which includes up to \$7,000 for funeral expenses.

An additional amount up to \$100,000 may be compensable at the discretion of the Court. Note this qualification parallels the guidelines set forth by Social Security Disability.

Compensation for cleanup of real property damaged during the manufacturing of methamphetamine shall not exceed \$5,000 and is limited to property owners who were unaware of the methamphetamine manufacturing activity.

The Victim Compensation Fund may also financially assist with the return of a minor or incapacitated adult who has been unlawfully removed (or kidnapped) from the State of West Virginia and taken to another state. The maximum award for expenses related to such an event is \$2,000, unless the victim has been taken to another country in which the maximum award would be \$3,000.

A copy of the claim form is found in **Appendix I**.

## Chapter 10

# FORENSIC MEDICAL EXAMINATION FUND

### A. General

The Forensic Medical Examination Fund was passed by the West Virginia Legislature on March 9, 1996. The purpose of the fund is to ensure that victims of sexual assault do **not** have to pay out-of-pocket costs for forensic medical examinations. A copy of the Forensic Medical Examination Bill can be found in **Appendix J**.

### B. Procedures

When any person alleges that he or she has been the victim of any sexual assault and/or other related offenses, the following events should occur:

1. A licensed medical facility will perform a forensic medical examination within a reasonable time of the alleged violation.

The costs of additional nonforensic procedures performed by the licensed medical facility, including, but not limited to, prophylactic treatment, treatment of injuries, testing for pregnancy and testing for sexually transmitted diseases, may **not** be paid from the fund.

2. The licensed medical facility will apply for payment of the costs of a forensic medical examination from the fund within a reasonable time of the alleged violation.

The payment will cover all reasonable, customary and usual costs of the forensic medical examination up to \$350.

3. The licensed medical facility will submit a statement of charges (invoice) directly to the West Virginia Prosecuting Attorneys Institute for payment from the fund at:

90 MacCorkle Avenue, S.W.  
Suite 202  
South Charleston, WV 25303  
ATTN: Forensic Medical Fund



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cal facility may collect the costs of a forensic medical examination from the victim (or from the victim's insurance company) of an alleged violation of sexual assault.